

MSDP



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS

POSITION TITLE: SUPERVISING REGIONAL PROJECT MANAGER

SALARY: \$6483 - \$7151

LOCATION: DISTRICT 4 - OAKLAND

FINAL FILING DATE: JANUARY 4, 2005

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Project Management, the Supervising Regional Project Manager (SRPM), serves as Project Manager for critical projects assigned within a given region and in accordance with policies and practices governed by Caltrans and participating agencies. As the Project Manager, the SRPM serves as the chief spokesperson for projects and acts as the contact person within Caltrans and to various outside agencies, including federal, other state, regional and local transportation and regulatory agencies. Responsibilities include, but are not limited to:

- Accountable and responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver large complex

transportation projects assigned within the region from initiation through construction and project closeout. Accountable and responsible for delivering all projects within the scope, schedule, and budget established for each project. Work with Project Development counterparts to ensure that the Plans, Specifications and Estimates deliverable meets the needs, is timely and at the right cost. Involved in all decisions that concern any scope, schedule or budget changes. Ensure that annual cost updates are occurring. Must analyze situations and take appropriate action. Assigns and monitors resources based on established priorities. Works with Project Development on difficult technical problems, any re-negotiating scope of work, commitments, permits and agreements with both external stakeholders (e.g., cities, regional planning agencies, regulatory agencies) and internal functional units to coordinate necessary project activities, setting priorities and allocating project resources. Elevate issues of concern to the Division Chief, Project Management level with recommendations for addressing these issues.

- Serves as a supervisor and mentor to the senior level project managers. The senior level project managers will elevate issues of concern to the SRPM. The SRPM will attend critical meetings outside Caltrans to assist the senior level project managers, if so requested by executive management. Make project manager recommendations for projects assigned within the region. The SRPM will represent the senior level project manager on issues where there is a need for a supervising transportation engineer, including staffing negotiations with functional office chiefs and meeting local partners.
- Serves as chief spokesperson at all public meetings and acts as the primary liaison within Caltrans and with outside agencies concerning projects assigned within his/her region. Represents the projects assigned at project delivery status meetings.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of project management principles, tool and techniques and their applications.
- Demonstrated knowledge of the Department's current project delivery and project development process and their applications.
- Demonstrated knowledge of the Department's programming, budgeting and Architecture and Engineering contracting process.
- Demonstrated ability to communicate verbally and in writing, such as public speaking.
- Demonstrated ability to lead a multi-disciplinary professional staff; participate in public forums; represent the Department in project matters; and serve in a consulting and coordinating capacity with other departmental functional areas and external agencies.
- Demonstrated knowledge of the Department's planning, environmental and right of way process.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **January 4, 2005**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Division of Program/Project Management
Attn: Myeast McCauley
P. O. Box 23660
Oakland, CA 94623**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.